

## Japanese Journal of Research in Family Nursing Guidelines for Authors from outside Japan (Revised on October 1, 2010)

1. Contributors to the Journal, the first author at least, are limited to members of the Japanese Association for Research in Family Nursing. However, exceptions will be made for manuscripts requested by the editorial board.
2. The Journal covers areas pertaining to family nursing and related fields.
3. Submissions shall be limited to previously unpublished works. Works appearing in the journal become copyright of the Japanese Association for Research in Family Nursing.
4. Categories of manuscripts include reviews, original articles, report articles, notes, case studies and others, and the category of which must be designated by the author. In some cases, a change may be requested in the category of manuscript.

Reviews: Research on specific themes related to family nursing assembled from multifaceted findings, which outline a comprehensive approach to knowledge and which report on current status and future outlook.

Original articles: Original research papers developed through new perspectives utilizing scientific methodology and investigation, which are significant for conveying knowledge concerning family nursing.

Report articles: Research results that are determined to contribute significantly to development of family nursing studies.

Notes: Usable survey data or references concerning family nursing with added explanations that provide value as materials.

Case studies: Studies of cases taken up related to family nursing phenomena, which demonstrate findings of usability in family nursing.

Others: Research or findings related to family nursing that are recognized by the editorial board and which differ from the types shown above.

5. The authority to accept or reject submissions will be entrusted to the editorial board. Once the submission has been reviewed by a reviewer who is an authority in that field, the editorial board will determine acceptance or rejection, the order of appearance in the journal and the category.
6. Manuscript submissions may be made in .pdf or MS Word file format, and with the file(s) provided on a USB flash memory device or CD-R.
7. To cover expenses related to the correspondence between author and editorial board, the author should enclose a fixed-denomination postal money order (issued by a post office in Japan) for ¥5,000 at the time of submission.
8. In principle, additions to the manuscript at the proofing stage will not be acceptable.
9. Procedure for writing submissions
  - 1) The manuscript, in either English or Japanese, is to be produced on a word processor.
  - 2) The manuscript should be double spaced.
  - 3) The main body of text, references, figures and tables, in principle, should be within the lengths of printed pages as shown below (with one printed page in the journal containing a maximum of 600 words): Reviews: 10 pages; original articles, report articles, notes, or case studies: 8 pages; others: 6 pages. Figures and tables shall be calculated as the equivalent of one-third of a page. At the end of the main body of text, the total word count (number) should be indicated, enclosed in parentheses.
  - 4) Chapters and sections enumeration should adopt the hierarchy of I, II . . . (Roman numerals); 1, 2 . . . (Arabic numerals); 1) 2) . . . (Arabic numerals followed by right parentheses); and ① ② . . . (Arabic numerals in a circle). Numbers appearing in the text, figures and tables should use Arabic numerals (1, 2 . . .) or Roman numerals (I, II . . .).

- 5) Figures or tables, in principle, should be printed out and utilized as-is. Therefore, their contents should be clearly organized. Each figure, table or photograph should be entered or attached to an individual sheet of paper separate from the main body of text. The position where each figure, table, and photograph are to be inserted should be indicated clearly. If a figure or table is deemed inappropriate for printing or photoengraving, replacement may be requested or it may be excluded.
- 6) The manuscript should include a cover page. The cover page of the manuscript should clearly indicate title; name of author(s); and affiliated institution(s) (the aforementioned both in English and Japanese). Also, contact information of the representative; the total number of tables and figures submitted; and preferred category of the manuscript should be included on the cover page.
- 7) The opening passage should not contain the author's name (s). Specifying of author's name(s) in the main text should be avoided. The text should contain a statement concerning IRB (Institutional Review Board) or considerations for research.
- 8) An abstract of up to 250 English words or 600 Japanese characters should be provided with the manuscript. Also, up to five key words should be provided (with the same contents in English and Japanese). The author's name should not appear in the abstract.
- 9) Cited references should be numbered in their order of appearance in the text, and should be listed in the same order together in endnotes, with their respective corresponding numbers entered in the body of the text to indicate the source being cited. The number of references is limited to within 40. The format for cited references is as follows:
  - a) When citing from a journal article: name of author: title, name of journal, and volume (number) : first page number - last page number, year of publication.
  - b) When citing from a book: name of author (or collaborators): name of work (name of editor or compiler), title of work, first page number - last page number, publisher, city of publication, year of publication.
  - c) For authors or editors, up to three names may be cited. In the case of four or more names, the first three names are to be cited followed by "hoka (others)" (for a Japanese document) or "et al" (for an English document).
- 10) The structure of a research paper, in principle, should take the following form: a) Abstract (Introduction); b) Methods; c) Results; d) Discussion; e) Conclusion; f) References; and g) Figures and tables.
10. Up to the specified number of pages no charge will be made to run the article; however any costs for exceeding that length will be borne by the author. The author will also bear costs (actual cost) for print production of special graphs, photographs, etc. Following publication, additional reprints will be available at cost.
11. In circumstances where the required ¥5,000 postal transfer or writing of the text in the Japanese language cannot be arranged, the Committee for International Exchanges of the Japanese Association for Research in Family Nursing shall provide the necessary support.
12. Address for submissions (from March 2007)

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